

SUGGESTIONS FOR AGENCY REPRESENTATIVES ASSIGNED
TO THE LYNDON BAINES JOHNSON LIBRARY PROJECT

It should again be emphasized that the National Archives and Records Service does not wish records to be removed from Department or Agency files for deposit in the Lyndon Baines Johnson Library.

The most important task of the departmental or agency representative will be to seek out and identify in an appropriate way for future micro-filming all those materials in the files of his agency relating to "major Johnson administration issues, as well as papers on any subject, major or minor, in which the President took a personal interest, which went to him for decision, or which emerged in response to Presidential requests."

As records are organized differently in each agency, each agency representative will wish to use the methods best suited to his own needs. In every case, however, the agency representative will find it helpful to talk with persons who are in a position to know what matters handled in his agency constitute major Johnson administration issues, or were matters in which President Johnson or members of his White House staff took a direct interest. Often the agency's own filing system or the indexes to that system can be used to uncover records of this class. After the subjects and records dealing with such matters have been identified, the chief difficulty will arise in determining where to fix the boundaries of what is to be copied, i.e., how much background and peripheral material should be included. It is not possible to fix a universally applicable rule in this matter, but certain principles can be laid down for guidance.

(a) "Johnson Administration issues" means issues or subjects that received some attention from the President. A matter that may have played

a large role in an agency during the period of the Johnson administration, such as a reorganization, cessation of an old program or initiation of a new program are not "Johnson administration issues," if the President played no part in them.

(b) In general, the background material to be filmed should not antedate November 1963.

(c) Those parts of the file that are directly related to or reflect Presidential or White House interest and immediate background materials and agency implementation or follow-up should be selected.

(d) In selecting files, material should not be omitted because of a belief that it is duplicated in the White House files, or in the files of other agencies.

(e) Routine White House communications on such matters as the Combined Federal Campaign should be omitted unless there were special activities or developments that turned the matter into one of more than routine interest in a particular agency.

For further information on any aspect of this program please call the National Archives and Records Service (Code 13-36331), WOrth 3-6331.